

Relay Surcharge Instructions

The Relay Missouri Surcharge (Surcharge) is authorized by Missouri Statutes in Chapter 209, Revised Statutes of Missouri. The Surcharge is reviewed (and *may* change) not more often than yearly, and not less often than every two years. Companies are required to apply the Surcharge amount to each access line or equivalent (up to 100 access lines at any one customer location). Companies are allowed to deduct from the Surcharge collected a retention amount equal to up to \$30.00, or 1% of the Surcharge collected, whichever is greater. If the total Surcharge collected is less than \$30.00, Companies may keep the amount collected for that month, but are entitled to no further payment for that month. For example, if the total Surcharge collected amounts to \$23.40 in a given month, the company would keep the \$23.40, and would be entitled to no further payment for that month. The Surcharge in excess of the retention amount should be sent to: Missouri Public Service Commission, Budget & Fiscal Services, P.O. Box 360, Jefferson City, Missouri.

The following page is an Adobe Acrobat fill-in pro-forma form that can be used to submit with the monthly Surcharge remittance. The fill-in feature can be used by placing the mouse cursor on the various areas where identifying information would be placed, left-clicking the mouse, and typing the information.

When entering an adjustment that would be subtracted from the Surcharge amount, please precede the adjustment number by a minus sign (“-“). Also, please always precede the retention amount with the same sign. The total due the Missouri Public Service Commission will be calculated automatically based upon the numbers you’ve previously entered. If you have the full version of Adobe Acrobat, you may print or save the form to disk. If you have Acrobat Reader only, you may print, but not save the information you enter.

For those who do not wish to use an Adobe fill-in form, there’s hope! The second page following is a pdf that can be printed and filled in manually with a pen or typewriter. If you have questions, please call Tom Solt, at 573.751.7526.



Relay Missouri Statement
For the Month/Year of

(Reporting Period)
for

(Company)

+	Billed Relay Missouri Surcharge Revenue	_____
+/-	Adjustments (Enter “-“ for negative)	_____ *
-	LEC Retention Amount (greater of 1% or \$30.00, but not more than billed surcharge revenue). Enter “-“ before typing number.	_____
=	Net Due MoPSC	_____ **

Preparer's Signature

Preparer's Name

Preparer's Telephone Number

* Supporting documentation must be attached

** Remit to: Missouri Public Service Commission, P.O. Box 360, Jefferson City, MO 65102

*** Preparer's signature affirms they have personal knowledge of the information disclosed above
and that such information is true and accurate.



Relay Missouri Statement
For the Month/Year of

(Reporting Period)
for

(Company)

+	Billed Relay Missouri Surcharge Revenue	\$ _____
+/-	Adjustments	\$ _____ *
-	LEC Retention Amount (greater of 1% or \$30.00, but not more than billed surcharge revenue).	\$ _____
=	Net Due MoPSC	\$ _____ **

Preparer's Signature

Preparer's Name

Preparer's Telephone Number

* Supporting documentation must be attached

** Remit to: Missouri Public Service Commission, P.O. Box 360, Jefferson City, MO 65102

*** Preparer's signature affirms they have personal knowledge of the information disclosed above
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